



## Administrative Secretary

**Department:** Countywide

**EEO Code:** 26

**Class Code:** 1132

**FLSA:** N

**Effective:** 01/07/1993

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty in providing secretarial and administrative support to administrators and professional staff in accordance with established office procedures; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Maintains complex and sensitive files and records; compiles and completes data for management and operating reports and other public documents; compiles statistical data for State reporting requirements; performs clerical and fiscal functions unique to the department/division; assists in budget preparation and maintains department/sections payroll and personnel records; relieves and administrative superior of routine administrative details such as requisitioning or ordering supplies and equipment, checking operating reports for accuracy and conformance to policies and standards and preparing publications for the administrator's final approval; types or keyboards correspondence, statements, reports minutes and other material from dictating machine, copy, or shorthand notes; composes and types routine memos, letters, warrants, claim forms, notices and other materials; interviews, screens and refers callers; answers various inquiries personally, provides information on departmental services and functions; maintains appointment schedules, may supervise other clerical staff; may coordinate on-going program or project of sufficient complexity; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Working skill in general secretarial practices and procedures; of programs and operations of assigned department; of word processing and data base software packages; of modern office equipment and its operation. Ability to type/keyboard 50 words per minute. Working skill in composing and preparing effective correspondence; in supervising subordinate clerical staff; in effectively communicating both orally and in writing; in making independent decisions in accordance with established departments policies and procedures; in establishing and maintaining effective working relationships with other county employees and the general public.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a high school diploma, including or supplemented by courses in business education and three years of experience in increasing responsible for secretarial work, or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.